

GTA Board Meeting Minutes

September 27, 2010

County Square, 301 University Ridge, Greenville, SC
Conference Room H (Bauer)Board Members in Attendance:

Mr. John Boyd
Mr. Matt Carter, Chairman
Mr. Trey Fouché
Mr. Al Gray, Interim Treasurer
Mr. David Mitchell, Asst. Chairman
Mr. Jan Williams

Others in Attendance

Jan Cox, City Recreation Department
Karen Crawford, City Comptroller
Lee Davis, CUICAR
John Gardner, Mauldin Economic Development Planner
Dan McGee, County Planning
Scott McIver, Garage Superintendent (Transit)
Pierre Owufu, Upstate Shuttle Service
Gaye Sprague, City Council Member

Staff in Attendance

Greg Baney, Transit Planner/Grants Manager
Lorrie Brown, Administrative Assistant
Carl Jackson, Transportation Director
Shelia Schmitt, General Manager

The meeting was called to order at 12:00 noon.

A quorum is established. All six board members were present. One vacancy currently exists.

Public Comments – None.

Approval of August 23, 2010 Minutes

A motion to approve the minutes was made by Mr. Trey Fouché. The motion was seconded by Mr. John Boyd. No opposers. The motion carries.

Committee Reports

The Development Committee Report was given by Mr. David Mitchell. All committee members were present at the 9-20-10 meeting.

The Downtown Trolley Feasibility Study - A Request for Board Action was submitted to the Committee. Greg Baney stated that Greenlink staff is requesting permission to use the feasibility study to guide future development and planning. There are three different scenarios presented in the plan. A variation of one of the scenarios may be adopted. Staff is not seeking approval of any one scenario but simply to use them as a guide. Communication has taken place with the Greenville Drive regarding Greenlink operating the trolleys. The Greenville Drive currently owns the trolleys which are operated by the City of Greenville. The trolleys are currently operated during Greenville Drive games and on the weekends. The Committee would like for the City Legal Department to look into legal issues involving Greenlink operating the trolleys. Before the plan would be implemented, a contract would be drafted and the City Legal Department would have input. Discussions have taken place with the FTA; this would be an 80/20 match. The proposal would have the Drive surrendering their trolleys to GTA. New equipment could be purchased leveraging federal funds. Mr. Horne stated that the trolleys operated by the Greenville Drive had been used a great deal prior to being purchased by the City. Per Carl Jackson, the trolleys could not be used by GTA in their current condition since they are not ADA accessible. If we take the trolleys, they would need to be retrofitted; the money would have to come from the City.

The Development Committee recommends approval for Greenlink staff to use the submitted Downtown Trolley Feasibility Study as guide for future development and planning with the understanding that one of the three options listed would be used in some form. This will give approval for staff to have discussions with the City. This is a recommendation from the Development Committee. Therefore, a second is not required. No opposers. The recommendation carries.

Mauldin Feasibility Study – A Request for Board Action form was submitted to the Committee. Staff is seeking permission to use this feasibility study as a guide for future development and planning. After the Request for Board Action was emailed out, staff had subsequent conversations with the City of Mauldin and in particular Economic Development Planning staff. Therefore, Mr. Baney submitted an amendment to the recommendation which is included in the Board Package. The addendum highlights three options. 1) Commuter Route 2) A variation of the Route in the study and 3) Connecting to CUICAR. Initially, staff sought to implement it in phases connecting Mauldin to Greenlink. Now the entire service can be implemented. The addendum allows an option for connecting Simpsonville, Mauldin and Greenlink at the same time. Mauldin will have public hearings as a point of reference to present to the GTA Board. Either Mauldin and/or Simpsonville will designate GTA as the designated recipient or enter into a contract with GTA.

The Development Committee recommends to the full board approval to use the Mauldin Feasibility Study and the addendum with changes to the language as a guide for future development and planning. This is a recommendation from the Development Committee; therefore, a second is not required. No opposers. The recommendation carries.

CUICAR/St. Francis/GTA Contractual Agreement (JARC) – The contract is enclosed in the Board Package. The City's Legal Department prepared the document, and they did their own due diligence. Mr. Baney has three contracts on hand to be signed by GTA, St. Francis and CUICAR. Mr. Carter asked that City Legal sign the contract, and he will sign on behalf of the GTA Board. The annual amount of \$34,971.25 shall be paid in equal monthly installments of \$2,914.27. This is only the local portion. This does not account for what will be given through grant funding; this has been communicated to CUICAR and St. Francis. The budget says we are going to award CUICAR and St. Francis \$113,885.00 for operating expenses and \$52,000.00 for capital. Therefore, the local portion would be \$6,500.00 per entity for capital and \$28,471.25 per entity for operating. Staff hopes to get full board approval. This is a two year agreement. Mr. Carter wanted it to go on record that staff does not anticipate any additional cost to GTA as a result of this contract.

The Development Committee recommends to the full board entering into a shuttle agreement with St. Francis and CUICAR. This is a recommendation from the Development Committee; therefore, a second is not required. No opposers. The recommendation carries.

Three other agreements were recommended for approval by the Development Committee. The agreements are not ready yet due to the City Legal Department being tied up with other agreements. The agreements are listed below:

- Upstate Shuttle Service Sub-agreement – This is an agreement with GTA and Upstate Shuttle using JARC funding for 50% of operational expenses.
- Miracle Hill Ministries Sub-agreement – This is being accomplished through JARC funding. A bus will be purchased.
- City of Greenville Department of Parks and Recreation New Freedom Agreement – This is a sub agreement and is being accomplished through New Freedom.

The Development Committee recommends to the full board approval of Upstate Shuttle Service, Miracle Hill Ministries and the City of Greenville Department of Parks and Recreation subcontracts. This is a recommendation from the Development Committee; therefore, a second is not required. No opposers. The recommendation carries.

Pierre Owufu of Upstate Shuttle Service thanked the board for approval of their company through JARC. He provided copies of their amended schedules for the routes they would be operating. Staff stated that GTA is not expected to have any out of pocket expenses as a result of entering into this agreement.

Request for Board Action Submitted by Shelia Schmitt to Extend Service for Route 3 and Route 12 - The proposed changes were able to be made as a result of the elimination of lunch breaks to extend service which was recently presented to the Board. At the time this was presented to the Board, the Board was informed that staff would look at other route alterations which could result in service to Furman. The request is to move Haywood Mall from Route 12 to Route 8 only, to extend Route 12 to ITT Tech. on Frontage Rd. and to move Boulder Creek and Crestwood Apartments from Route 3 to Route 13 on Poinsett to Furman University and Plaza Dr. effective October 2, 2010. Route 12 was

going across 385 and covering a section of the Haywood Mall, and Route 8 was coming from Laurens Rd. and covering a section of Haywood Mall. Ms. Schmitt took off Route 12 to eliminate double coverage of the Haywood Mall. By doing this they were able to stay on 385 and come to Furman. Ms. Schmitt stated that there were no objections at the public hearing. We removed going into private apartment complexes from Route 3; going into the complexes was considered a safety issue since there are 21 speed bumps. It was put on Route 13. Route 3 will continue down Poinsett to the Furman exit. The next exit is at the plaza at Publix; this is where we meet up with Upstate Shuttle Service. They are looking at putting in a shelter in this area. Mr. John Boyd stated that at the hearing there was a lady from the SC Commission of the Blind. Mr. Boyd would like for the Commission of the Blind to be given information on this change, since there was one rider in this area who is blind. Ms. Schmitt stated that Furman is excited about connecting to Travelers Rest.

The Development Committee recommends to the full board extending service hours for Route 3 and Route 12 as recommended by staff. This is a recommendation from the Development Committee; therefore, a second is not required. No opposers. The recommendation carries.

Bus Shelters (Standard) – The next set of waste containers have been received. Twenty-six (26) bus shelters have been installed. Mr. Jackson will get with the County regarding the date they can start assisting us again with shelter installations. Mr. Mitchell has noticed a number of persons standing at E. North and Overbrook and asked that the possibility of a shelter be explored for this area.

Mauldin Simpsonville Commuter Route – This was discussed by the Development Committee.

Public Information Plan – The next edition was pending submission. Staff is looking at doing a really professional map which folds. For the annual meeting, staff is putting together a high quality annual report.

Transfer Center Renovations Phase II – Phase II has been bid. The bids are due October 5. Furniture will be bid within the next couple of weeks. We will soon start looking at Phase III; this pertains to a Biking Station.

Five-Year Capital/Finance Plan for GTA – Staff discussion has begun. A template exists for the creation of said plan. The plan has to be submitted to the FTA before the end of the year.

Bus Replacements (Phase II) – A bus spec meeting has been scheduled for September 23rd.

Inner-City Bus Grant – A teleconference was held on 9/16 to discuss the details of funding. More information will be forthcoming around the first of 2011. Packets will be sent out from the SCDOT.

Greyhound Contract – Mr. Jackson negotiated a new contract where there would be no change to the existing agreement.

Bus Shelter Enhancements – Plans to target Neighborhood Associations is forthcoming. Mr. David Mitchell has identified two communities, and he will meet with the two communities.

On Time Performance – Revenue is up by 12% and ridership is up by 15% compared to August 2009. There were 600 bicycles and 392 wheelchairs. On time performance is at 96%.

The Development Committee Report is concluded.

The Finance Committee Report from the 9-21-10 Meeting was given by Mr. Al Gray. The meeting was also attended by John Gardner (Economic Development Planner for the City of Mauldin) and Russ Hawes (Simpsonville City Administrator). Karen Crawford reviewed the July financials at the meeting reflecting only one payroll because payroll accrued back in June. Total operating revenue was \$210,000.00; we have a surplus for July. Target revenue is 83%; we are currently at 72%. Carl brought the Committee up to date on projects.

September 2010 GTA Finance Board Invoices Submitted for Approval:

Date	Company	Description	Invoice #	Amount
8/23/10	City of Greenville	GTA Board Contract – July 2010	71591	169,308.43
8/12/10	GFI Genfare	Freight	90023976	116.00
8/11/10	GFI Genfare	Odyssey – 41" configuration	90024030	26,200.00
8/30/10	Henry Graphics, Inc.	Balance due on exterior signage GTA Transit Center	14622	14,501.27
8/27/10	Thomas Concrete	GTA Bus Shelter – 154 Augusta St.	525474	321.00
8/25/10	Thomas Concrete	GTA Bus Shelter – 1500 Poinsett Highway	525392	273.00
8/30/10	Waste Wise Products Inc.	Phoenix recycling containers for shelters	90596	24,475.00
8/17/10	URS	Greenville Transit Master Plan	4415802	13,740.00

9/16/10	SC Budget and Control Board	All policies		119,970.92
9/3/10	SC Budget and Control Board	Insurance premium for automobile liability	1185606	3,850.00
				<hr/> 372,755.62

The Finance Committee recommends to the full board payment of invoices in the amount of \$372,755.62 pending availability of funds. Since this recommendation comes from the Finance Committee, a second is not required. No opposers. The recommendation carries.

A motion was made by Mr. Al Gray to approve the Clements Electrical, Inc. invoice in the amount of \$92,157.50 that came in after the Finance Committee Meeting. The motion was seconded by Mr. John Boyd. No opposers. The motion carries.

Clements is part of our capital budget which we already committed. The State Budget and Control invoices will not be paid at one time; they will be paid quarterly. The total of the invoices with the addition of Clements Electrical is **\$464,913.12.**

Greg Baney informed the Committee that there will be one change to the budget. The annual award amount previously communicated by the SCDOT was not correct; the award is approximately \$2,000.00 less than expected. The annual amount was reduced to \$287,251.00. The budget was reviewed by the Director of OMB, Phil Robey. He reviewed the budget line by line, and he is comfortable with the budget.

The Finance Committee recommends to the full board approval of the FY11 budget with the correction of the SMTF amount. Five of the six GTA Board members voted to approve the budget. One member, Mr. David Mitchell, abstained from voting. The recommendation carries.

Staff (Carl Jackson) negotiated a new contract with Greyhound. Staff proposed that the current contract resume for the period of one year. Greyhound has signed the contract.

Mr. John Boyd made a motion to accept the contract that was negotiated by staff whereby the previous contract would resume for a period of one year. The motion was seconded by Mr. Trey Fouché. No opposers. The motion carries.

After receiving approval from the Board to accept the Greyhound contract, Mr. Matt Carter signed on behalf of the GTA Board.

Carl Jackson gave updates at the Finance Committee Meeting on the following:

- FY 11 Budget – This is included in Finance Committee package.
- 5309 Funds (cameras and radio equipment) – Nothing new to report.
- JARC/New Freedom – Annual Funding Cycle ended June 14th. Three of the four applications submitted were approved for funding by the GTA Board. The Greenlink/St. Francis/ICAR project was approved and will be addressed separately in future PSRs.
- Mauldin Simpsonville – The Committee received an update from staff.
- State of Good Repair - Grant submitted 6/16/2010; response is pending.
- Future agenda items: Mr. Matt Carter stated that there needs to be a committee to document what is needed for a referendum. A document is needed which will define how the process comes about. This will be addressed by the Finance Committee. The next Finance Committee meeting is October 12th at 8:30 a.m.

Management Report given by Carl Jackson (report enclosed in Board Package):

- The Quarterly Newsletter was sent via email and is available for anyone who wishes to receive it.
- A Grants Update is included in the Board Package. It shows grant activity.
- There is a Dept. of Commerce proposal which affects urban areas; a copy of this document was sent to board members so that they would have knowledge of this document. It is in the stage of public comment from the

Department of Commerce. It ties back to the master plan. We don't know what the document means. However, there is enough information as written to let us know that if it is implemented there may be implications on the small urban; they could go from a 50/50 operating formula to an 80/20 funding formula. Since GTA is the dedicated grantee for this region, it could expand some of the reach beyond the authority of GTA. Staff will continue to monitor this, and Mr. Jackson is sending the document to the City Legal Department to get their interpretation on what it may mean for GTA. Spartanburg and Anderson have this information and will be discussing this item. There may be a conflict in the region.

- Vision and Master Plan Update – An outline is expected to be presented at the next Finance Committee meeting. Greg Baney and Carl Jackson will be doing stakeholder meetings on an informal basis to get increased understanding of community feelings. They have already met with the County Clerk to understand what must be done to get this to the county level.
- Greyhound Lease – The Board gave authority for Carl Jackson to negotiate the contract, and the signed agreement reflects those negotiations.
- **Fixed Route:** Revenue up by 12.06%. The Service changes are effective October 1.
GAP: Service request for GAP is down by 4.04%.
- Mr. Jackson thanked Karen Crawford for continuing to aid GTA in spite of her new position with the City.
- GTA must submit a 5 year plan to the FTA by the end of the year. A form must be submitted as part of maintaining the plan. Mr. Carter asked that it be taken to the Board committee(s) to get in approved at finance level to make sure we can pay for it.

The Finance Committee Report is concluded.

Additionally:

- Phase III Renovations – Mr. Matt Carter stated that this portion of renovations will showcase how the money has been spent. The bids are due October 5. The clock went up Friday, 9/24/10.
- Mr. Carter thanked Dale Hill with Proterra for giving Board Members an opportunity to ride one of their buses.
- John Gardner has been asked to keep the Board abreast of public meetings held by Mauldin and/or Simpsonville.
- City Council Member, Gaye Sprague, informed the Board that Doug Frate has been promoted to head mass transit. She was impressed by the PowerPoint presentation that he gave at the Chamber of Commerce regarding the whole mass transit division. She felt this presentation would be beneficial to the Board. The presentation explained statewide how many properties exist and how much funding is available. She also commended the Greenlink drivers on making the required concessions to extend service and make the system better.

A motion was made by Mr. Al Gray to enter into executive session. The motion is seconded by Mr. John Boyd. No opposers. The motion carries.

A motion was made by Mr. Al Gray to return to regular session. The motion was seconded by Mr. Trey Fouché. No opposers. The motion carries.

No votes were taken while in Executive session.

A motion to adjourn was made by Mr. David Mitchell. The motion was seconded by Mr. Al Gray. No opposers. The meeting adjourned at approximately 1:30 pm.

Prepared by: Lorrie Brown
 Lorrie Brown, GTA Administrative Assistant

Date: 10/26/10

Approved by: Mr. Matt Carter
 Mr. Matt Carter, Chairman

Date: 10/26/10